

JOB DESCRIPTION

JOB TITLE: Social Services Coordinator **GRADE:** 19

JOB CODE: 2401

DATE: 11/8/95

GENERAL FUNCTION: Under administrative direction of the Director of the local health department, in addition to providing professional social work services, supervises professional social work staff and other closely related staff in providing a social work program to support the medical services provided by the health department. At least fifty (50) percent of the incumbents activities would be divided among supervising staff, administrative, program evaluation and financial management. The incumbent would be the primary person for linkage with state and other appropriate individuals and agencies in maintaining services according to program standards. The position may also supervise staff activities within a program area such as home health, home and community-based waiver, or other programs where professional and supportive staff would be supervised.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

Supervise social workers and appropriate staff (clinical assistants, homemaker, social service aide, etc.) in the provision of social work services for patients of the local health department.

- a. assist in analyzing schedules of staff to see patients through the clinic and/or home setting.
- b. review social service documentation by staff to ensure completeness and accuracy.
- c. observe staff in the process of related services through direct observation, discussion with staff and co-workers, and patient interview.
- d. complete performance evaluation as appropriate.
- e. review various reports available through the network to monitor caseloads of staff, service provision, and expenditures/receipts for social service.

Plan, prepare, and conduct in-service education programs in social work for professional and allied health staff to keep abreast of social work practice and change in program standards.

Prepare reports and summarize progress and activities at regular intervals.

Maintain an appropriate caseload of patients and provide social work services. Conducts serial assessment of patient, the clinic or home setting, develops a treatment plan in conjunction with medical and allied health staff, and provide case management according to treatment plan.

JOB TITLE: Social Services Coord. (cont'd)

JOB CODE: 2401

Attend meetings to represent the agency at the local, state, and regional levels to obtain information on social service program, changes in program standards, and program management, to maintain current.

Speak before area groups and organizations and other interested organizations on particular programs

.
Advise the agency director, members of the medical staff, and other program staff on social services programs and standards.

SUPERVISION RECEIVED: General direction, working from broad goals and policies only; incumbent participates heavily in setting work objectives.

SUPERVISION EXERCISED: This position would require supervision of social worker(s), social support staff, and/or appropriate allied health staff.

JOB SPECIFICATIONS:

Knowledge and Abilities:

Considerable knowledge of social work methods and practices.

Ability to plan and organize the work of staff.

Ability to supervise and inspect the work of subordinate staff.

Ability to write technical, professional and administrative reports.

Ability to exercise exceptional judgement in the planning and initiating of social service programs.

Thorough knowledge of the function/organizational structure, authority and limitations of the local health department and of other governmental jurisdictions and agencies in the area.

Ability to establish and maintain effective working relationships with governmental officials, other employees, and the general public.

Considerable knowledge of the practice, systems, and policies of the agency and ability to interpret them concisely and accurately to the public and employees.

Ability to exercise individual initiative and use discretion in confidential matters.

JOB TITLE: Social Services Coord. (cont'd)

JOB CODE: 2401

Minimum Education, Training and Experience Requirements: Masters degree in Social Work or Psychology. Two years of experience working in a public health agency in social work or other agency where social work knowledge, skills and abilities can be developed and applied

or

Bachelors degree in Social Work or Psychology. Four years of experience working in a public health agency in social work or other agency where social work knowledge, skills and abilities can be developed and applied.

The intent of this job description is to provide a representative summary of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description.